

Application Overview

TDTracStaff is a mobile ready application to facilitate tracking staffing, payroll, and expenditures on a gig basis. It is fully interactive, and the general use flow goes something like:

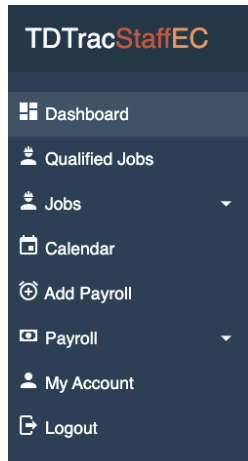
1. An administrator adds job details, including a title, description, a category or company name, start and end dates, a freeform time of day, the date payroll for this job must be entered, and the date that checks will be disbursed for the job.
2. The administrator then adds staffing requirements for that job based on a pre-configured list of available job titles.
3. Optionally, the administrator can choose to e-mail each employee in the database that is qualified for one of those job titles that there is a new job in the system awaiting their feedback
4. Each employee logs in to the system and indicates if they are available or busy for each of the job titles offered.
5. The administrator can then select which employees will be working the job, and optionally e-mails those employees that responded to let them know that staffing decisions have been made.
6. After working the job, each employee can log into the system and indicate what hours they worked
7. The administrator can then log back in, and enter payroll data into their paycheck system - be it quickbooks, hand cut checks, or whatever. At that time, they can mark those hours "paid" to prevent the employee from later editing them, and let the employee know that those hours will appear on their paycheck when it is ready.

Terminology Used

There is some common terminology used throughout this document and the system.

| | |
|----------------------------|--|
| Administrator | Administrators can do anything in the system, usually without limits, except budgeting. The system assumes that an administrator is <i>*also*</i> an employee. |
| Budget User | Users that are able to affect the budget on jobs that have one. They may only edit their own budget line items, unless they are also an administrator. |
| Regular User | Users that have a limited number of actions they can perform, and may only interact with their own data in the system. |
| Job | The organizational unit for the system. Every budget item or payroll item is part of a job |
| Job Title | A role or task to be performed on a job site. Employees may have multiple titles, even on the same job. |
| Budget Job | Jobs that will have tracked budget information. Defaults to no. |
| Payroll Job | Jobs that will have tracked payroll information. Defaults to yes. |
| Active Jobs | Active jobs are those jobs that are incomplete and still accepting payroll, availability, and staffing info. |
| Open, Inactive Jobs | Completed jobs that are awaiting paychecks. Regular users still see these jobs - and can use them to estimate their next paycheck. |
| Closed Jobs | Completed, paid jobs. Regular users do not see these jobs typically (but can still access them by direct link) |
| Unpaid Hours | Those payroll hours not yet accepted by an administrator. They can be edited or removed by the regular user. |
| Paid Hours | Payroll hours accepted and paid by an administrator. They can only be edited by an administrator. |

The Side Menu



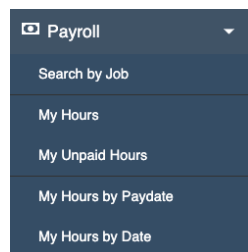
The side menu appears on every single page of the site. It's contents can change depending on context, and the access level of the logged in user.

| | |
|-------------------------|---|
| Dashboard | A quick overview of all the data in the running system. |
| Qualified Jobs | View open jobs in the system you qualify for |
| Jobs Sub Menu | See section below |
| Calendar | An in-system calendar display of all open jobs |
| Add Payroll | Add a payroll entry |
| Payroll Sub Menu | See section below |
| My Account | View or edit your profile. |
| Logout | Safely leave the current system |



JOBS SECTION

| | |
|--------------------------|---|
| Awaiting Response | Those jobs awaiting your availability response |
| My Qualified Jobs | Those jobs you qualify for based on your job titles |
| My Scheduled Jobs | Those jobs you are scheduled to work |



PAYROLL SECTION

| | |
|----------------------------|---|
| Search by Job | List hours by job |
| My Hours | All of your hours |
| My Unpaid Hours | All of your hours that are currently unpaid |
| My Hours by Paydate | Search your hours by job paydate. |
| My Hours by Date | Search your hours by date worked (range). |

Profile

Toggle Sidebar

Regular User


Dashboard / Your Profile

View Payroll

Edit User

Change Password

Regular User



Username

regular@tdtrac.com

Full Name

Regular User

Phone Number

Last Login At

Tuesday, November 19, 2019 @ 10:53 AM

User Added On

Monday, November 18, 2019 @ 12:06 PM

Last Updated At

Tuesday, November 19, 2019 @ 10:53 AM

Active User?

Active

Expired Password?

Valid

Administrator?

Regular

Training Profile

Field LeadEvent Tech 1 - AudioIntern

iCalendar (ics) Link

<https://demostaff.tdtrac.com/icals/user/5fd7eb82-14bb-4792-8e6a-3384fe6f6614/5f1742c5-441e-4575-beff-c32a33ea7aa7/user.ics>

This shows your user information. User images are gravatar icons (based on e-mail address - visit gravatar.com to sign up and upload your own). User status is shown as well.

The ics (iCalendar) link at the bottom provides a syndicated list of jobs you are scheduled to work - you can add it to google calendar, ical on a mac, your phone, etc.

Job Listings

The job list shows an overview of the jobs in the system. Actions may be taken from this display, many of which are explained below. Also included are visual graphs of what percentage the job is staffed, and what percentage of the submitted hours have been paid.

Open, Active, Budget, and Payroll status appear as lights, with budget and payroll only appearing if they are set differently from the default.

Company #3: Sunt totam eaque ut alias aliquid.

OpenActive

0% Paid

Description

Voluptatem alias voluptatum ipsam qui et atque.

Location

200 Stokes Neck Suite 283, Halvorsonmouth, ND 22835-0132

Start Date

Wednesday, December 18, 2019

End Date

Sunday, December 22, 2019

Time(s)

Est nostrum vitae atque.

Payroll Due Date

Monday, December 23, 2019

Paycheck Date

Wednesday, January 15, 2020

Your Hours Total

0.00

Your Hours Unpaid

0.00

View Detail

My Availability

Add My Hours

View My Payroll

Job Details - Overview

The job detail page breaks down the job into logical sections providing a complete, but concise visual of the job information

Company #3: Sunt totam eaque ut alias aliquid.

OpenActiveBudgeted

Edit Job

Description

Voluptatem alias voluptatum ipsam qui et atque.

Start Date

Wednesday, December 18, 2019

End Date

Sunday, December 22, 2019

Time(s)

Est nostrum vitae atque.

Payroll Due Date

Monday, December 23, 2019

Paycheck Date

Wednesday, January 15, 2020

Jobs are sorted by a combination of category/company and job title. This section provides the description, start and end dates, a freeform listing of time(s), the date the payroll is due, and when paychecks for this job are expected to be issued. In this particular instance, this job includes budgeting (expenditure) information.

Job Details - Your Information

This sections breaks down information about the job specific to you.

Your Information

[My Availability](#)

[Add My Hours](#)

[View My Payroll](#)

My Status

Interested

none

Your Hours Submitted

0.00

Your Hours Pending Payment

0.00

0% My Hours Paid

Here, you will find buttons to add availability information, add payroll hours, and view detailed payroll information. Your status - either Unavailable, Interested, or Scheduled - appears, along with an overview of your already submitted payroll information.

Job Details - Staffing Information

This sections breaks down information about the job staffing

Staffing Information

Staffing Required

13 - Help Desk (3), Field Lead (4), Shop Lead (1), Event Tech I - Lighting (2), and Driver (3)

Staffing Assigned

13 - [Shyann Brakus](#), [Adele Cummings](#), [Emmanuel Douglas \(2\)](#), [Adele Jones](#), [Travis Kunze \(2\)](#), [Jackson Mosciski](#), [Colin Mueller \(2\)](#), [Frederic Reichert \(2\)](#), and [Dorian Schuster](#)

This sections lists how many titles / roles / tasks need filled (along with a total), those employees that are scheduled, and those employees that have indicated that they are available for the job. When an employee is scheduled for more than one title / role for the job, the number of roles will be enclosed in parentheses - for example, "Colin Mueller" above will be filling 2 roles for this job.

Job Details - Location Information

This sections breaks down information about the job location.

Location Information & Map

Link

[200 Stokes Neck Suite 283, Halvorsonmouth, ND 22835-0132](#)

When a proper address is added to the job, the map will show the proper location (the test data looks like a valid address, but they don't actually exist)

Payroll Records

These displays show payroll entries.

| Job | Date | Start Time | End Time | Hours | Paid? | Actions |
|--|------------|------------|----------|--------------|-------|------------------------|
| Est iusto eos nostrum iste molestias. | 2019-12-10 | 10:30 am | 15:45 pm | 5.25 | NO | Remove |
| At asperiores fugiat perspiciatis repellat quidem. | 2019-12-01 | 09:00 am | 11:00 am | 2.00 | yes | |
| At asperiores fugiat perspiciatis repellat quidem. | 2019-12-01 | 09:30 am | 18:00 pm | 8.50 | yes | |
| At asperiores fugiat perspiciatis repellat quidem. | 2019-11-30 | 08:15 am | 13:15 pm | 5.00 | yes | |
| Total Unpaid | | | | 5.25 | | |
| Total | | | | 20.75 | | |

You may remove only those entries that have not already been paid. To edit entries, remove the incorrect one, and add a new one.

Add Payroll

Use this display to add payroll. Depending on system configuration, you will be required to provide either a start and end time, or the number of hours worked.

Add Payroll Record

User
Regular User

Job
Est iusto eos nostrum iste molestias. (scheduled)

Please select a show. You may add hours to shows you have not been scheduled for

Date Worked *
November 19, 2019

Start Time *
8:00 AM

End Time *
5:00 PM

Add Hours

Dashboard

The dashboard displays a brief overview of all data

